PAGE+ MORIS

Larkspur Public Library

SPACE NEEDS ASSESSMENT

October 2010

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I.   Executive Summary

The Larkspur Public Library occupies approximately 4,500 square feet of space on the first floor of Larkspur's historic City Hall. The Library, especially the main reading room with its wooden card catalog, stained glass windows and other interior features, offers a charming, comfortable ambiance in a traditional library setting. Many residents value the current facility as an important community asset.

The building's physical constraints, however, as well as the limited space available for library operations, severely limit services. Space for collections and for visitors is extremely congested. Material still of value must be withdrawn from the collection to create shelf space for new titles. Seating is limited and located immediately adjacent to busy, high traffic areas. Lack of space and limited electrical wiring prevent installation of needed computers and other technology. Lack of programming space forces the Library to hold programs and meetings in the City Council chambers, on the second floor of the building, in a space that is not large enough nor suited for these activities. People attending these events generate noise before, during and after programs, disrupting business taking place in other City departments. Staff work areas are cramped and split into separate spaces. Staff performs many tasks in the public space under conditions that impair productivity and jeopardize good customer service.

In 2005, the Larkspur Library Steering Committee was formed to initiate a long-term planning process for a new library facility. Their work resulted in a benchmark report, *The Larkspur Public Library: Planning for the Future*, which set the stage for further planning efforts. In June 2010, the Library Endowment Fund and Foundation engaged the services of Page + Moris, LLC, a library consulting firm, to continue this work. The consultants were commissioned to provide a space needs assessment for the Larkspur Public Library. The assessment identifies the space needed to serve Larkspur residents now as well as into the future and is intended to serve as a foundation for more detailed planning. The consultant analyzed community demographics, reviewed library usage patterns and previous community input, interviewed library staff and compared current service levels with best planning practices in the industry.

The space recommendations that result indicate the need for the following:

- Shelving to accommodate a collection of 65,000 books and media items, including both physical and electronic content (the current collection is 52,465 physical volumes).
- Seventy-seven seats for the public (there are currently 19 seats).
- Twenty computers for the public (there are currently 4 workstations).
- A dedicated meeting room that will accommodate audiences of 100 adults seated auditorium style or 60 to 70 seated around tables.
- A total of 12,400 square feet of library building space.

The recommendations also call for the incorporation of several new service delivery strategies that will make the Library more efficient and convenient to use, including self service checkout machines, self service holds pickup, an enclosed returns and sorting space with more efficient returns equipment, consideration of RFID circulation and inventory control and a combined service desk.

This study identifies the library spaces needed to serve the community now and into the future. The study recommendations are based on community demographics, library usage patterns, the regional library context and current best planning practices in the library field.

They are meant to provide an objective starting point for continued community based planning. As a next step, the Library should conduct a strategic planning process that includes active community input, to identify the specific needs and priorities of Larkspur residents and validate the recommendations of the current study. Library users and non-users alike should be surveyed to elicit their library service needs. Focus groups are also needed to gather direct input from seniors, parents with children living at home, educators, teens and students and other library client groups in the community. The 2010 Census data should be analyzed when it becomes available to identify shifts in Larkspur's demographic makeup over the past decade.

Once the strategic planning has been accomplished, a detailed library plan of service should be developed, to identify specific goals and objectives for the Library as well as the activities required to achieve them. The plan of service document will provide a basis for allocating resources, both financial and staff, over the next several years.

The cost of operating a new building must be identified and incorporated into the planning process. Personnel costs, the largest single factor in the operating budget, must be analyzed to ensure that the City and Library make informed decisions at each stage of the planning process.

A formal building program will eventually be required, once planning has been accomplished and the site for the new library has been selected. That document will call out each space in the library, its contents, functions and spatial relationships, as well as describing overall building considerations. Even the program, however, should be viewed as a flexible document, to be amended and expanded upon as the building design develops.

II.   Study Purpose, Methodology and Planning Parameters

Library advocates in Larkspur have studied the need for a new library facility for several years. In June 2010, the Larkspur Library Endowment Fund and Foundation initiated a space needs assessment to update and confirm previous space needs estimates. Kathryn Page, of the library planning firm Page + Moris, was engaged to conduct the assessment.

The study analyzes Larkspur residents' library space needs in relation to current best planning practices for libraries, with special attention on emerging trends, accommodating future needs and incorporating efficient operations. A twenty-year planning horizon was adopted to enable the assessment of service level recommendations in relation to a specific projected service population. Projections for the year 2030 were therefore used, even though the report assumes that the facility being planned will serve the community for a considerably longer time period.

The consultant reviewed the recent work of the Larkspur Library Board of Trustees and Library Steering Committee[1] and an earlier community input study completed in 2002[2]. She also reviewed various sources of demographic information, including 2000 U.S. Census data, population projections from the Association of Bay Area Governments and portions of the City of Larkspur General Plan. The consultant toured the existing library, observed its operation, interviewed the Library Director and several Library staff to gain insights into current service conditions, facility limitations and service needs expressed by the public. She also met with representatives of the Library Board of Trustees, Library Foundation, Friends of the Library and Steering Committee to discuss current library service trends and identify overarching service goals for the new facility. The consultant then developed service level recommendations for the Larkspur Library and calculated the spaces needed to accommodate them. The recommendations and space needs are described in the following sections of this report.

The space needs assessment is intended to provide an overall planning framework for the Library and its stakeholders as funding for design and construction become available. As the project continues, more detailed programmatic information will be needed. At the appropriate moment, community input should be solicited to validate the recommendations in the present study and make adjustments and additions, as needed.

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[1] The Larkspur Public Library: Planning for the Future, January 2006 and January 2008, Larkspur Library Board of Trustees and Larkspur Library Steering Committee.
[2] Larkspur Public Library: Research and Recommendations, 2002, Stoner Meek Architecture & Urban Design.

III.   The Larkspur Community – Population and Demographics

The Larkspur Public Library serves the residents of the City of Larkspur, an incorporated city that covers 3.27 square miles in the eastern urban corridor of Marin County. The U.S. Census reported Larkspur's population at 12,014 in 2000, a figure that also includes parts of the neighboring Greenbrae community. Larkspur is located in the Lower Ross Valley adjacent to the unincorporated communities of Kentfield and Greenbrae. San Rafael borders Larkspur to the north and Corte Madera and Mill Valley are adjacent along its southern boundary.

The major transportation routes through the city are Sir Francis Drake Blvd and Doherty Drive running east and west and Magnolia Avenue north and south. The community is largely mobile, with residents of Larkspur as well as neighboring communities using these routes to travel throughout the area, for work, school, shopping and other purposes.

The population is expected to remain stable over the next twenty years with minimal population growth. The Association of Bay Area Governments has projected a 6.6% increase in population between 2010 and 2030 – a modest 0.33% of annual growth[3].

Larkspur Population, 2000 to 2030[4]

Year	Population	Households
2000	12,014	6,142
2005	12,000	6,160
2010	12,200	6,180
2015	12,500	6,200
2020	12,700	6,220
2025	12,800	6,240
2030	13,000	6,260

Demographic Profile

Data from the 2000 United States Census provides an insightful if somewhat dated profile of the community. Given Larkspur's stable population base, the data still provides useful indicators of the people who live in the community. As planning for the new library continues, however, it will be important to analyze 2010 Census data as it becomes available to identify shifts in the population. For example, there is anecdotal evidence that the number of families with young children living in Larkspur is increasing. Any such demographic trends need to be confirmed and taken into account in planning library services and space.

Age Distribution and Ethnicity

The population includes individuals and families across the age spectrum. While older adults represent a larger percentage of the population than in the County overall - 19.7% were 65 or older in 2000 compared to 13.6% throughout Marin County – families with children are also present. In 2000, 17.3% of the population was under the age of 19, a percentage somewhat lower than the County's 21.9%. Larkspur's median age is 45.9 years, four and a half years older than the County median age.

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[3] Projections 2010, Association of Bay Area Governments.
[4] Population within Larkspur jurisdictional boundary, including portions of Greenbrae.

School enrollment data suggests that the number of young children is increasing. Even as enrollment at local high schools has declined in recent years, Larkspur School District campuses are experiencing a steady increase in students, requiring the use of modular classrooms at some campuses. These schools, serving Kindergarteners through eighth graders, serve Larkspur and Corte Madera. Aggregate enrollment has grown 36% since the 2001/02 academic year, from 926 to 1,257 students. The Library serves students from several local schools, including three preschools, seven elementary and middle schools and two high schools.[5]

Age Distribution: Larkspur and Marin County, 2000

Age	Larkspur	Marin County
0 - 4	4.7%	5.4%
5 - 9	4.4%	5.8%
10 - 14	4.8%	5.8%
15 - 19	3.4%	4.9%
20 -24	2.5%	3.9%
25 - 34	10.8%	12.9%
35 - 44	17.9%	18.0%
45 - 54	18.7%	18.4%
55 - 59	7.7%	6.7%
60 - 64	5.4%	4.5%
65 and over	19.7%	13.6%
Median Age	45.9 years	41.3 years

In 2000, Larkspur residents were 91.3% White, 0.8% African American, 0.2% American Indian, 3.9% Asian (including all Asian ethnicities), 0.1% Native Hawaiian or Pacific Islander and 3.7% identified as "some other race" or as "two or more races". Four percent of the population reported that they were Hispanic or Latino. By comparison, 84% of Marin County residents were reported as White in 2000, 2.9% African American, 0.4% American Indian, 4.5% Asian, 8.0% "other". Hispanic or Latino residents made up 11.1% of the total.

Education Attainment

The Larkspur community is highly educated. All but 2.8% of adults have high school diplomas and close to two-thirds have graduated from a four-year college or university. This is notably higher than the educational attainment levels for adults in Marin County overall.

Educational Attainment Levels, 2000

Education Level	Larkspur	Marin County
High School Graduation	97.2%	91.2%
Bachelor's Degree	62.6%	51.3%

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[5] The schools are: Twin Cities Preschool, Kids On The Hill preschool, Marin Primary (preschool through K-8), Neil Cummins Elementary (k-4), Bachich School (K-4), St. Patrick's School (K-8), Kent Middle School (5-8), Hall Middle School (5-8), Ross School (K-8) and Redwood High School.

Income Level

Larkspur is a relatively affluent community, with income levels generally higher than for Marin County as a whole. Data from the 2000 Census indicates higher per capita and median family incomes among Larkspur residents, while the median household income is slightly lower than for the county.

Income Levels, 2000

	Larkspur	Marin County
Per Capita Income	$56,983	$44,962
Median Family Income	$104,028	$88,934
Median Household Income	$66,710	$71,306

IV.   Current Library Facility - Services Overview and Limitations

A. Current Services Overview

The Larkspur Public Library is located in Larkspur's historic City Hall, a 97-year-old structure on Magnolia Avenue in downtown Larkspur. The Library occupies approximately 4,500 square feet of space on the first level and on two mid-level mezzanines at the rear of the building. The facility is open 54 hours per week, Monday through Saturday. The Library staff is made up of seven full time staff equivalents, including the Director, one Reference/Children's Librarian, one Technical Services Librarian and one Circulation Supervisor as well as twelve part time staff, including circulation and shelving staff.

The Library's interior, especially the main reading room, provides a comfortable, visually inviting environment for reading. The main space with its high ceiling, stained glass windows and wooden card catalog cabinets offers visitors an iconic image of the traditional library. The Library in its present setting is widely perceived as a major community asset much loved by residents.

Collections

The Larkspur Library maintains a collection of 52,465 books and media that provides an average 4.3 volumes per person served. A growing virtual collection complements the onsite, physical collection through the MARINet library consortium, which provides Larkspur residents with public access to electronic information resources and downloadable books. By participating in MARINet, the Library also offers residents access to over 1,000,000 books and media titles available at the consortium's member libraries.

The physical collection currently emphasizes books, which are 93% of the total inventory. Recently, the Library added sizeable collections of DVDs for both adults and children and audiobooks on CD in response to public demand. These new collections have been extremely popular. Modest collections of VHS video and audiobooks on cassette tape continue to circulate to residents who prefer these formats, although digital media circulation is climbing at a rapid rate.

New materials are shelved in the main reading room for approximately a year. They are then transferred to the stacks as newer items are added. Visitors tend to browse the main reading room shelves much more often than the stacks, which are filled to capacity, have minimal aisle widths and lack adjacent seating. The claustrophobic stacks environment inhibits use of the collection, as shown in the circulation analysis that follows.

Circulation Trends

The collection is being used – circulation has grown 46% over the past five years. The addition of AV media formats has played a large role in the increase. DVDs for adults circulated 81% more in 2009/10 than 2008/09 and children's DVD circulation increased 42% - this format represents 56% of the overall increase in circulation over the past year. Other factors that Library staff believes contribute to the increase include the economic downturn, which has encouraged more people to use free services, and increased programming and outreach this past year.

Larkspur Library Annual Circulation, 2004/05 – 2009/10

Year	Annual Circulation
2004/05	107,802
2005/06	119,054
2006/07	120,566
2007/08	123,054
2008/09	138,749
2009/10	157,699

A comparison of collection turnover rates – the average number of times each item in the collection is checked out during the year – puts the circulation data in perspective and provides a revealing snapshot of the ways in which the collection is being used. Last year, each item in the collection was checked out an average 2.8 times. This rate of circulation compares reasonably with moderately used public libraries, while trending toward the lower end of the range. For comparison purposes, busy, high-use libraries with current, well-maintained collections generally experience turnover rates of 4.0 to 6.0 or more.

Larkspur's adult book collection turned over at a somewhat lower rate of 1.6 last year, young adult books at 2.7 and children's books at a much higher 4.5. By isolating the adult browsing collections[6], however, which are the books shelved in the main reading room, from books located in the stacks, an important pattern is revealed. Books shelved in the main reading room circulated more than eleven times as often as books in the stacks – their turnover rate was 11.7 while the rate for the stacks collection was 0.9. In other words, each book in the more accessible, browsable shelving was checked out an average 11 times last year while each book in the stacks went out less than once during the same time period. Clearly, making materials accessible, both visually and physically, gets them into more peoples' hands.

The media collections overall circulated four times as often as books, with an aggregate turnover rate at 9.96. Adult and children's DVDs were the most heavily used media collection, with turnover rates of 23.38 and 18.37 respectively. Audiobooks on CD were the next most used collection, with a 11.85 turnover rate.

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[6] Books shelved in the main reading room include not only new arrivals but titles that have been added within the past year, after which they are reassigned to the stacks.

Larkspur Library Collection Turnover Rates, 2009/10

	Collection	Circulation	Turnover Rate
Browsing Collection/New Books	2,251	26,237	11.66
Adult Books in Stacks	33,616	30,555	0.91
Adult Books Overall	35,867	56,792	1.58
YA Books	1,823	4,995	2.74
Children's Books + Comics	11,172	49,319	4.41
Books Total	46,611	84,869	1.82
Adult Videos	41	129	3.15
Adult DVDs	922	21,555	23.38
Adult Audiobooks on CD	445	5,272	11.85
Adult Audiobooks on Tape	1,641	3,578	2.18
Adult CD-ROM	3	0	0.00
Children's Videos	83	650	7.83
Children's DVDs	172	3,159	18.37
Children's Audiobooks on CD	183	1,212	6.62
Children's Audiobooks on Tape	95	217	2.28
Children's CDs	18	118	6.56
Media Total	3,603	35,890	9.96
Adult Collection Total	38,919	87,326	2.24
YA Collection Total	1,823	4,995	2.74
Children's Collection Total	11,723	54,675	4.66
Overall Books + Media[7]	52,465	146,996	2.80

Regional Library Context

The Library participates actively in the highly successful MARINet consortium, a regional cooperative of seven library jurisdictions in Marin County[8]. The consortium allows residents of all participating communities to check out materials from any member library, search a shared online public access catalog that includes access to member libraries' collections, request books and media items from all libraries, access electronic information databases, downloadable audio and electronic books and other resource sharing services.

Larkspur residents make good use of MARINet services. In 2009/10, Larkspur residents borrowed 15,090 books and media by direct checkout at other MARINet libraries. In addition, they requested 18,456 items from other libraries through the online system (99% of these requests were filled by other MARINet libraries). During the same period, residents of other MARINet communities checked out 8,080 books and media in person at the Larkspur Library and borrowed an additional 15,808 items from the Larkspur collection by interlibrary loan. The lion's share of Larkspur residents' borrowing from other libraries came from the Marin County Free Library (11,675 direct loans), Belvedere-Tiburon (1,176 direct loans) and Mill Valley (761 direct loans). While the Marin County Free Library loans do not identify its specific locations, it is reasonable to assume that Larkspur residents checked out many items from the nearby Corte Madera Library, a branch of the Marin County Free Library.

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[7] Periodical and museum pass circulation excluded
[8] MARINet members include Belvedere-Tiburon, Larkspur, Marin County Free Library, Mill Valley, San Anselmo, San Rafael and Sausalito.

Clearly, substantial cross-jurisdictional borrowing occurs in both directions between the Larkspur Library and its neighbors with Larkspur residents borrowing from other libraries more than the Larkspur Library lends to non-residents.

Larkspur Library Inter-Jurisdictional Borrowing and Lending, 2009/10[9]

Larkspur Residents		Non Larkspur Residents	
Materials Checked Out at Other Libraries	15,090	Materials Checked out at Larkspur Library	8,080
Interlibrary Loan Requests Borrowed From Other Libraries	18,456	Interlibrary Loans Filled by Larkspur Library	17,982
% Larkspur Requests Filled Within MARINet system	99%	% Interlibrary Loans Filled by Larkspur for Other MARINet	61%

Seating and Computers

Space available for seating and public computers is extremely limited. A total of nineteen seats is available within the building – at a pair of two-place tables adjacent to the main service desk, three seats at the card catalog counter, eight chairs in the reading area and one 4-place toddler table in the children's area. This provides an average 1.6 seats per 1,000 people served - a service level that is less than one-third the norm for communities similar to Larkspur. The Library offers two Internet computers and two online catalog computers, all located adjacent to the main service desk. This represents 0.33 computer per 1,000 people served, significantly lower than the quantity provided at any other MARINet library. The Library now offers free wireless access for laptop users. This service is popular and places more pressure on the diminished seating capacity.

Programming and Outreach

Programming for children has been an ongoing basic service at the Library for years. Two story time programs are offered each week, on average, with varying audience sizes of 10 to 30 children, parents and caregivers. Special events for children draw between 30 and 100 children.

Within the past year, the staff has expanded the scope of programming activity to include many events targeting adults. This has increased public awareness of the library and promoted use of the library in the community. Events have included readings by local authors, health and wellness lectures, talk by museum docents and a highly successful armchair travel series that draws capacity crowds. In addition, a lively, ongoing book discussion group takes place on a monthly basis.

Public response has been remarkable. Seventy-eight adult programs were presented in 2009/10, representing almost twice the number of events held in 2008/09 and a dramatic increase over the past three years. Total attendance in 2009/10, at 5,036, jumped 23% over last year's total and has increased 50% over the past three years.

Library staff also delivers books to residents of the Tamalpais retirement home on a regular basis.

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[9] Complete interlibrary borrowing report for 2009/10 included in *Appendix A.*

Larkspur Library Programming, 2006/07- 2009/10

	Children's Programs		Adult Programs		Total Programs	
	Number	Audience	Number	Audience	Number	Audience
2009/10	94	2,671	78	2,365	172	5,036
2008/09	95	2,775	43	1,324	138	4,099
2007/08	97	2,872	23	550	120	3,422
2006/07	89	2,929	15	424	104	3,353

B. Service Limitations

The Larkspur Library, especially the main public room, offers a charming interior space that is valued highly by the community. The facility's available space and layout, however, place severe, ongoing constraints on library services and operations. The service limitations outlined here, significant as they are, are compounded by major structural, building system and accessibility deficiencies present in the historic city hall building, all of which further impact the Library's ability to provide high quality service.

1. Noise and Congestion

The main public space contains the circulation and reference desks, all seating for adults, both at tables and lounge seats, the Library's four public computers, and browsing shelves for recently acquired books, popular AV media collections, magazines and newspapers. Courier drivers deliver large shipments of requested materials to the circulation desk area daily, Monday through Friday. All check out, check in and sorting of returned items occurs at the desk, as well. Active, noise generating activities take place adjacent to areas that require a quiet atmosphere. The walls that separate the stacks from the main reading room block sightlines from the service desk beyond the immediate display shelving area. The space behind the desk is congested and at times confusing. Staff members assist the public while attempting to handle behind the scenes tasks, which erodes efficiency and accuracy. Staff must also constantly step around book trucks and each other to complete tasks. Conversations at the desk spill out into the public space, disrupting the comfort of visitors.

2. Collections and Shelving

Shelving for the Library's collections is at 100% capacity. Staff constantly weeds the collection to make space for incoming materials. Titles that are still in demand and popular must be withdrawn simply due to lack of shelving space. Collection development decisions are greatly impacted by whether or not there is space to hold the material requested. At times, materials sit on book trucks indefinitely until shelving space becomes available. Circulation space in the stacks is tight and difficult to browse. The children's room is completely filled with at-capacity shelving. Many children's books are shelved on full height shelves, beyond the reach of children. Shelving for children's materials is completely full. Some shelving has even been built behind seismic sway bracing in the stacks. While interest in electronic downloadable books and media is growing and MARINet offers collections of digital titles, community demand for physical copies of books and media remains strong. The current shelving capacity cannot support this demand.

3. Seating

The Library's 19 seats for the public cannot accommodate community need and demand. Table seating is limited to two 2-place tables directly adjacent to the circulation desk and a small work counter attached to the historic card catalog. Although the facility offers free wireless access to the Internet, available seating is so limited that visitors with laptops often sit outside the building to access the Internet or find a place on the floor of the stacks. The lack of electrical outlets for laptop plug-in further deters use.

There is no enclosed group study or tutoring space in which small groups can meet to collaborate. Parent/child seating is confined to limited floor space in the children's book collection.

There is no seating area for young adults. Students from nearby schools regularly visit the facility. They gravitate to the stacks and sit on the floor in small groups, to work on school assignments or to socialize, which causes disruption and impedes other visitors' access to the collection.

4. Computers and Technology

The Library provides two Internet access computers and two online public catalog workstations. These are continually in use and more workstations are needed. The four computers are immediately adjacent to the reference desk in the main public space and are used primarily by adults. There are no computers or online catalogs for children or teens due to lack of electrical wiring capacity in the children's area. The computers' location and small number make it difficult for staff to offer computer training sessions to the public.

Lack of table seating and electrical outlets hamper laptop computer use within the building. The building's extremely limited space and electrical wiring capacity also prevent the Library from introducing technological innovations, such as self checkout machines, that would increase self service and staff productivity.

5. Programming and Meeting Room Space

The Library maintains a strong and growing calendar of programs for children, families and adults even though there is no appropriate space within the Library in which to hold these events. Weekly story time programs are held in the main reading room, while the Library is closed. This approach requires significant work since staff must move furniture before and after each program, and requires much diplomacy and explanation, since adults wander in to the building before the Library is officially open and must be asked to come back later in the day.

Larger programs are held in the City Council chambers on the second floor of the building. This strategy is problematic due to high competition for the space as well as the level of staff effort required to set up for and break down after each event, since the Council chamber layout is not conducive to Library or community programming needs.

Library programs can attract 50 to 100 children and adults which generates a lot of foot traffic prior to and following each event. Other City offices in the building experience major disruption and noise before, during and after daytime programs. Staff is concerned that current programming workload cannot be sustained given the logistical constraints of the available programming space.

6. Operational Efficiency/Incorporation of New Service Delivery Strategies

The existing building has major impacts on Library operations. The impact of the congested circulation desk has been described. A small, separate reference desk has been located at the far end of the circulation desk. Visitors often do not find it, however, due to its low visibility. A secondary service desk in the children's room provides staff presence in this space and can take pressure off the main desk during peak times. It does represent an additional staffing point, however, and can be staffed only on a limited basis. A more functional building layout would enable the creation of a central service desk that provides visible, accessible counter space for each of these functions.

Staff must process returning materials at the circulation desk, due to lack of appropriate work space, adding to the congestion and confusion in this area. An enclosed sorting and

returns space, with secure, accessible return slots that empty directly into ergonomic bins within the space from both outside and inside the building, would improve efficiency and separate this task from the public service area.

Lack of space prevents use of self checkout technology, now standard in most public libraries. This equipment is easy for the public to use and frees staff to provide more assistance to those who need help. Materials on hold to fill requests are now shelved behind the desk. Space is needed to move the holds shelves into an accessible area, ideally adjacent to self checkout machines.

Staff work space is split between two unrelated offices along the main corridor on the building first floor, one of which is outside the Library.

The children's room is accessible from within the building only by means of stairs. Limited electrical wiring in this area prevents installation of a telephone in that area.

7. Site and Parking

There are only five off-street parking spaces adjacent to the building, shared by all visitors to City Hall and the Library. Street parking along Magnolia Avenue is often full, forcing visitors to park on side streets. There is no viable short-term parking for materials pickup or drop-off. The parking deficit is especially severe when Library programs are held. With increased programming, the parking deficit is becoming more pronounced. Typically, parking for public libraries is planned at 3 to 5 spaces for each 1,000 square feet of building space, which would provide the current facility with 14 to 23 parking spaces solely for library visitors, based on 4,500 square feet of building space.

Children's programs held outdoors, such as the recent stargazing night or beekeeping demonstration are staged on a small grassy area next to the parking lot.

V.   Library Service and Space Needs

The Larkspur Library needs to provide residents with the spaces and services that meet and anticipate their needs in a comfortable facility that encourages use by the entire community. While the current library offers an attractive venue in a historic setting, its space constraints and infrastructure limitations severely compromise the level of service that can be provided.

A successful public library plays multiple roles in the life of the community it serves. First, it provides access to the world of learning, knowledge and human creativity. Access to books and the printed word for all age groups remains a basic library function. As a corollary, library services to children introduce families to the joy of reading and establish a foundation for a lifetime of reading. This role has expanded in recent years to include access to creative and informative works in many formats, including digital media and electronic content.

Libraries have also become a primary public gateway to online information, offering free access to the Internet, wireless access for laptop computer users and providing guidance in navigating and assessing the wealth of material available through these resources.

Even as the Library's role as a resource for virtual information and literature continues to grow, its traditional role as a community destination and gathering place is also evolving and expanding. Libraries now serve as the community's venue for solitary reading and study as well as a venue for collaboration and group interaction. Book discussion groups, teen poetry readings, family literacy evenings are a few examples of the multitude of educational and social community events that draw large audiences. The Library facility can and should offer residents a safe, comfortable place to be. This can be a sanctuary for solitary reflection, a quiet work space for work on a school assignment or a social space for connecting with peers.

To perform these roles, the Larkspur Library needs more space – for collections, for people, for programming and for functional operations. The space needed to support specific services is described below.

A. Collections and Shelving

The community needs access to a well-balanced collection, both physical and virtual, in print and digital media formats, including both current and selected retrospective works. Increased shelving capacity is needed to support a truly balanced physical collection, so that materials can be shelved and displayed for convenient browsing. Retail-display shelving is needed to support high visibility, face-out display of new and in-demand materials. Circulation space and aisle widths in stack areas need to support stack-end spot marketing displays throughout the collection to highlight books from throughout the collection. Shelving capacity needs to allow shelves to be kept 20% to 25% clear so that shelving space for incoming materials are reliably available.

The various collections, such as fiction, oversize, media, young adult, need to be shelved in appropriate locations within the overall space, clearly identified and easily found. Shelving heights need to be appropriate to their target audiences. For example, children's materials should be on shelving no higher than 66" for children ages 6 to 12 and 45" to 54" for preschool children.

To the extent possible, the top and bottom shelves in full height shelving units (usually 84" high) should be kept open. The bottom two shelves on most shelving units should be angled to allow browsers to easily view book spines.

The current book and media collections offer Larkspur residents a total of 52,465 physical items, or an average of 4.3 items per person served, a service level generally within, although at the low end, of the acceptable range for a community of Larkspur's size and composition. By placing the entire collection in a more browsable display and shelving environment, use of the current collection will significantly increase. In addition, older titles will be able to be kept as long as they are useful. Greater visibility and physical access will also encourage balance in the currently skewed use of books in the main reading room compared to books in the stacks.

Just as importantly, the shelving capacity recommended below will enable the Library to develop and maintain its collections in response to community need instead of in response to "what fits". Currently, public interest in downloadable books and media is surging. Many people are using personal reading devices such as the Kindle, iPad or their equivalents and are eager for new downloadable titles. The Library offers downloadable books for loan through its participation in MARINet. Use of this virtual collection will grow as more individuals adopt this technology. This material is just as much a part of the collection as the physical books and media sitting on library shelves. For this reason, electronic titles are factored into the recommended collection size at an estimated 15% of the overall collection and the shelving capacity has been adjusted accordingly.

To meet the Larkspur community's collection needs through the year 2030, when the population is projected to reach 13,000, a total of 65,000 books and media is recommended. This will allow for expansion of several in-demand collections and possible inclusion of materials that currently cannot be offered, such as music CDs. In addition, the physical periodicals and newspapers collection should include 93 titles – 60 magazines and 6 newspapers for adults, 15 titles for teens and 12 titles for children. At this size, the overall book and media collection will provide, on average, 5.0 items per person served. This collection size is at the mid-point of current best planning practice for libraries that serve smaller communities: 4.0 to 6.0 volumes per capita.

A proposed Collection Growth Plan is included in *Appendix B* to illustrate a hypothetical distribution of the collection into print, media and virtual components. *Appendix C. Shelving Needs,* summarizes planning assumptions used to calculate the collection space needs.

B. Seating/Spaces for People

Space for people to use the library facility is as important as space in which to house and display the collections. The Larkspur Library needs to increase seating capacity across the board – at study tables and lounge chairs, parent/child seats, casual seating for teens, acoustically shielded group study seating, tables or counters for laptop computer users. In addition, seating areas must be distributed and zoned to support varied activity and noise levels.

Teens especially need a designated area with age-appropriate furniture. The design of the space should not only send a message that they are welcome at the library but also should create a buffer, both physical and psychological, between this gregarious age group and other library visitors.

The children's area should offer distinct seating areas for toddlers and their parents or caregivers, family groups with strollers and individual school age children who need to do homework or quietly read. A flexible space for families can be furnished with lightweight, mobile tables and chairs for quick reconfiguring as either a story time venue or for class visits.

Adults need both table seating and lounge chairs in more than one area for quiet reading of books and periodicals as well as concentrated work at a laptop. All seats should be adjacent to electrical power, with outlets mounted on tables or located safely out of circulation paths. Seats should be allocated to various collections and services – both in browsing and quiet study zones. A specially appointed space or alcove is recommended to showcase local history, with display cases, secure shelving and associated seating.

Enclosed small conference rooms are needed to accommodate students working together on school projects, business people, researchers, small book groups, community committees, literacy tutoring pairs and a host of others who need to confer for an hour or more.

A major increase in seating is recommended to allow the Library to offer appropriate work/ study, collaboration and reading space for the community. A total of 77 seats, including 12 located in two to three group study rooms, are needed. This seating capacity will raise the seating capacity from the current 1.6 seats per 1,000 people served to 5.9 seats per 1,000 by 2030 and will position the Library well within the norm of current best planning practice. *Appendix D. Seating Needs*, provides a suggested seating allocation for the library.

C. Computers and Technology

The Library's four public access computers – two with Internet access and two for online catalog searches – are in constant use. More are needed to meet public demand and to enable the Library to offer this service more effectively. For example, many children and teens are reluctant to compete with adults for computer access. Workstations designated for these age groups should be located in the areas that serve them, including a workstation with educational games in the children's area. In addition, more workstations for adults are needed, both to access the Internet and the online catalog. Online catalog workstations should be placed adjacent to the collection for convenient call number lookups. Some computers should be clustered together in an area that can be used for online training workshops, either in a computer lab or in a designated area of the public space.

A total of 20 public access computers is recommended – 16 sit-down workstations with Internet access and/or online catalog access, 3 online catalog lookup stations at stack ends and 1 children's computer with educational games. The sit-down computers should be allocated as follows: 6 in open access space for adults, 2 for teens, 2 for children and 6 in a separate space for online training.

This will provide the community with 1.5 computers for every 1,000 people served, a service level that brings Larkspur toward the high end of best planning practice and on par with libraries that are considered exemplary within the region, as shown in the table below. *Appendix E. Public Computers and Other Equipment Needs*, summarizes the recommended distribution of computers in the new facility.

Public Access Computers in Marin County Libraries, 2007/08[10]

	Computers	Computers/1,000 People
Mill Valley	23	1.67
Belvedere-Tiburon	17	1.55
Sausalito	10	1.35
Marin County Free Library	138	1.04
San Rafael	39	0.68
San Anselmo	7	0.17

D. Programming and Meeting Room Space

Programs and events are a basic library service that complements the collections, enables the Library to reach to new customers and provides the community with needed information on many topics. Children's programs have been a fundamental part of Larkspur Public Library services for years, opening the world of books and reading to generations of children and their families. Recently, the Library has made a focused effort to expand programming to adults.

In 2009/10, a total of 172 programs and events were presented, an average of over three programs each week with audiences that range from 10 – 30 for preschool story times to 100 for large summer reading program events or adult programs. Dedicated space within the Library is needed to provide an appropriate, accessible venue for these events, with seating to accommodate 100 adults seated in chairs arranged auditorium style or 60 to 70 seated at tables. The large programming room can also be made available for community meetings. The space needs to be flexible and multipurpose, with a flat floor, stacking chairs, media projection equipment, adjustable lighting, a modest refreshment prep kitchen and table and chair storage. Movable wall partitions should be considered to allow the room to be subdivided to accommodate two events scheduled at the same time, but only if partitions with acoustical separation characteristics are selected. The room should be located adjacent to the public entrance and lobby to support use beyond the Library's open service hours.

 A flexible space is also needed in the children's area for smaller groups of 20 to 30, with mobile furniture that can be rolled to the side for programs or class visits, as needed.

The large programming space will require approximately 1,200 square feet of assignable space, as well as an additional 250 square feet of storage and support space. The children's programming area will need approximately 300 square feet of assignable space

E. Service Delivery/Operational Efficiency/Staff Work Space

The confined spaces and inadequate infrastructure of the current space prevent efficient, cost effective operation. Additional space is needed, with appropriate electrical and data distribution, organized for flexibility and in accordance with modern public library design principles. With sufficient, well organized space, the Library can take advantage of several technologies and service delivery strategies that will improve service, save staff time and enable the Library to operate a substantially larger facility with minimal additional staff. Strategies and technologies that should be considered include:

Self Checkout Technology. Many public libraries today have integrated self service checkout into their circulation service. This technology is similar in function to bank ATM machines,

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[10] Most recent year for which data is available.

allowing patrons to check out books and media themselves as long as they have a valid library card and their account is in good standing. In libraries with effective self checkout operations, 50% to 95% of checkout transactions are handled at these machines. Staff at the service desk is then able to give more attention to patrons who need assistance - providing reading suggestions, helping with problems and guiding visitors to the areas and materials they want to browse. Space is needed to accommodate multiple self checkout machines with comfortable queuing space.

Self Service Holds. Books and media that have been requested are placed on open access shelves adjacent to the self checkout machines. Patrons locate their holds and check them out. Currently, holds are kept behind the service desk because there is no space in the public area that will accommodate this shelving.

Enclosed Sorting and Returns/Automated Check-in. The check-in and processing of materials that are returned from circulation continues to be a major ongoing task for both clerical and shelving staff. This work requires concentration and space in a setting that allows an efficient, streamlined work flow. Most new libraries are designed to enable patrons to return material directly into a designated sorting space, removed from the public area. In this way, materials can be processed more quickly and accurately than when this work is handled at the service desk. Return slots located both on the building exterior and within the interior are used to facilitate convenient, ergonomic return operations.

For enhanced efficiency, multiple return slots are often used, to allow patrons to pre-sort adult and children's materials as well as books and AV media. Within the past ten years, the use of automated materials handling equipment has emerged to further expedite the returns sorting and check in process. Originally, this technology was appropriate (and affordable) only in the largest library facilities. The industry has developed rapidly, however, to meet the needs of small to medium sized libraries. Currently, even libraries of 10,000 square feet are operating with automated sorting equipment scaled to their volume of use.

Staff Workspace. Most staff needs an area separate from the public area to perform various duties that require concentration and workspace. Some staff need their own desks while others simply need access to clear work counters and supplies. The space should be convenient to the public area although not necessarily adjacent to the service desk. The workspace should be organized for efficient workflow, without extraneous elements or circulation paths that cut through the work area. The current workroom, while close to the service desk, is awkwardly laid out and positioned so that staff must enter and exit the public area through the public entrance, which adds to the sense of congestion and confusion at the entrance. A large walk-in safe located in the workroom is used to store other City department's records. The workroom is not laid out for optimal staff productivity. A second workroom located separately along the first floor corridor provides additional work space. Ideally, all staff would be located in one work area so maximize interaction and provide flexibility.

RFID Circulation and Inventory Control. Within the past few years, libraries have begun to incorporate radio frequency identification technology (RFID) into circulation operations. A small, bookplate-sized computer chip is placed inside each item in the collection. When the item is checked out, the system reads the chip and connects the item's bibliographic record to the patron's library card. When the item is returned, the system electronically detaches the item from the patron record. Patrons can handle their own check out transactions at a self checkout machine that is RFID compatible. Check in is processed either by library staff at a check in terminal or by automated materials handling equipment. An entire stack of

materials can be checked out or checked in simultaneously. This technology has great potential to reduce repetitive stress injuries among staff, as does the automated materials handling technology described earlier.

<u>Combined Service Desk.</u> Strategies such as self service checkout and holds pickup, enclosed sorting space, automated materials handling and RFID are changing the way that library staff work in many ways. Many tasks that previously took many staff hours each day are now handled automatically or in much less time. Staff is free from many repetitive tasks and can focus on serving the public more directly and at a higher level. Often, a circulation desk that required two or more staff on duty can be effectively staffed by one person. Reference and children's services staff can spend more time assisting patrons with the collections, conducting programs. The service desk itself is being reinvented to match a more mobile type of service. Frequently, libraries with a 15,000 or more square foot floor plate are being designed with a single, combined service desk that public services staff uses as a base of operations but to which they are no longer tethered.

F.   Overall Building Size, Parking Needs and Staffing Implications

To support the library service needs of the community and accommodate the levels of service recommended, Larkspur needs a library facility that provides approximately 12,400 square feet of building space. The chart below provides a preliminary allocation of spaces that will accommodate the space needs of the community, now and well into the future.

		Square Feet	
1.1	Public Entrance/Lobby	74	
1.2	Public Restrooms	IN GSF	
1.3	Program/Meeting Room	1,240	
1.4	Prep Kitchen	78	
1.5	Program/Meeting Room Storage	154	
1.6	Storytelling and Programming Storage	50	
1.7	Friends' Booksale / Donations Storage	100	1,696
2.1	Self Checkout and Reserves Pickup	162	
2.2	New Books Browsing Area	250	
2.3	Media Browsing Area	216	
2.4	Service Desk	182	811
3.1	Adult Public Access Computers	235	
3.2	Copier/PC Support Equipment	57	
3.3	Adult Circulating Fiction Books	637	
3.4	Adult Circulating Nonfiction Books	1,344	
3.5	Larkspur History	156	
3.6	Quiet Reading/Magazine + Newspaper Browsing	452	
3.7	Group Study/Tutoring Room A	100	
3.8	Group Study/Tutoring Room B	100	
3.9	Group Study/Tutoring Room C	100	
3.10	Computer Lab/Additional Public Computers	265	
3.11	Teen Area	482	3,927
4.1	Children's New Books + Media	211	
4.2	Children's Public Access Computers	95	
4.3	Children's Circulating Books	578	
4.4	Family Space/Storytelling/Class Visits	323	
4.5	Picture Books	383	
4.6	Family Restroom	IN GSF	1,590
5.1	Director's Office	110	
5.2	Staff Workroom	381	
5.3	Sorting and Returns	166	
5.4	Mail and Deliveries	104	
5.5	Supplies and Equipment Storage	104	
5.6	Computer/Telecom/Server Room	75	
5.7	Staff Entrance / Lockers / Coat Closet	54	
5.8	Staff Lounge	186	
5.9	Staff Restroom	IN GSF	
5.10	Custodial / Maintenance Services	99	1,279
	Net Assignable Square Feet:	9,302	
	Unassignable Square Feet	3,101	
	Gross Square Feet @ 75% Efficiency:	12,403	

The overall square footage recommendation is based on the service levels noted below and developed carefully, using calculations that represent standard library planning space allocations. The overall square footage assumes that 75% of the facility floor space is assigned to library functions, and an additional 25% represents necessary mechanical spaces, support spaces such as restrooms, corridors, wall thicknesses and other building elements that contribute to the total building envelope. The space allocations were designed to provide flexibility as project planning continues and the program is refined.

A facility of this size will offer the 2030 population an average 0.95 square feet per capita and will accommodate the shelving, seating, technology, programming and other spaces recommended. This amount of building space will place Larkspur squarely within current best practices for facilities serving communities of 20,000 or fewer residents and will provide a flexible envelope of space that can serve the community for decades to come.

Larkspur Library Service Levels – Current and Recommended

	2010	2030
Population	12,200[11]	13,000[12]
Collection	52,465 books and media	65,000 books and media
	4.3 volumes per capita	5.0 volumes per capita
	(+ebooks through MARINet)	(15% electronic only)
Seating	19 seats	77 seats
	1.6 seats per 1,000 people	5.9 seats per 1,000 people
Group Study	0 seats	12 seats in 2 – 3 rooms
Computers	4 workstations	20 workstations
	0.33 computers per 1,000 people	1.5 computers per 1,000 people
Meeting Room	Use City Council Chambers	1,240 SF + storage room
Children's	Use Main Reading Room when library	300 SF in children's area
Square Feet of Building Space	4,500 SF	12,400 SF
	0.37 SF per capita	0.95 SF per capita

It is worth comparing the recommendations for Larkspur to the most recent annual compilation of completed capital construction projects in the United States, published in *Library Journal* in December 2009. In 2009, 29 new public libraries opened in the United States that serve populations of 20,000 or less. Thirteen of those projects were facilities for independent city libraries (rather than branch or shared-use libraries). On average, these facilities provided 1.96 square feet per capita to their communities. The mid-point was a little higher at 2.01 square feet per capita. Interestingly, the single California facility represented

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[11] Projections 2010, ABAG
[12] Projections 2010, ABAG

was a new library serving Portola Valley, in San Mateo County. That library provides 0.92 square feet per capita[13].

Another source of comparative data is the results of the State of California Library Construction Bond Program, which provided matching funds to construct 45 new or expanded libraries in the state over the past decade. Thirteen of the libraries built with these funds serve populations of 20,000 or less. Unfortunately, all 13 are branch facilities of multi-outlet county library systems and therefore are not totally comparable to Larkspur, an independent municipal library. Still, it is interesting to note that the average square feet per capita provided by these facilities is 0.89. Most of the 13 branches, however, have a lower ratio, the median being 0.71, with the average brought up by three facilities with substantially larger ratios. One of these is the Redwood Shores branch of the Redwood City Library, which offers 1.89 square feet per capita. This is primarily due to an extensive meeting room complex that complements the library space.

The City of Larkspur parking ordinance calls for one parking space per 25 square feet of meeting room space and one parking space for every 500 square feet of library use space. The space needs recommended will trigger a minimum of 64 parking spaces, 50 for the meeting room and 14 for the library, which offers 5.2 parking spaces per 1,000 feet of building space and slightly exceeds current best planning practice.

A new, larger library facility will have a profound impact on staffing patterns. While there undoubtedly will be greater demands on staff, many labor intensive and time consuming tasks will be eliminated. More space, therefore, does not necessarily require a significantly larger staff, so long as 1) the interior layout is functional, 2) needed spatial adjacencies are respected and 3) the innovative service delivery strategies discussed earlier are incorporated into the new library's operation.

In the Bay Area, several new libraries have recently opened that have been designed to operate with minimal staffing. For example, the Contra Costa County Library has opened new libraries in Lafayette and Walnut Creek that are much larger than the buildings they replaced. In Lafayette, while the facility increased from 6,720 to 34,930 square feet and open hours increased from 40 to 52 per week, the staff increased from 5.0 FTE to 7.7 FTE. In Walnut Creek, the building size increased from 9,240 to 42,000 square feet. Service hours remained the same at 56 per week. Staff increased from 7.5 to 10.0 FTE.

In each case, the County Library used multiple strategies to accomplish these minimal staff increases:

- Extensive reliance on self help services, including library card self-registration, self check out located throughout building, self return/check in, online subject guides for self help reference and ecommerce, a service that enables customers to pay fines and fees online with a credit card.
- Automated check in and sorting equipment, automated closing announcements (at Walnut Creek), library and community event announcement boards.
- Single service desks with excellent sight lines throughout the public space.
- Increased use of clerical staff to answer requests for specific authors and titles, with librarian backup.
- Centralized collection development.

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[13] Portola Valley has a stable population of 7,000 people; the facility is 6,450 square feet in size.

- Floating collection management, so that items remain at the location to which they are returned.
- Extensive use of volunteers to back up staff.

While further study is required to identify which of these measures the Larkspur could utilize to minimize staffing, the Contra Costa County Library experience shows that a thoughtful, strategic approach to planning can result in significant savings.

The factors below should be considered as planning for the new library proceeds, each of which will support reduced staffing requirements:

- A combined service point, well-positioned within the public space
- Clear sight lines throughout the public space
- Effective implementation of self checkout and self service holds pickup
- A separate, enclosed sorting and returns work area with return drops that empty directly into that space, with space to accommodate automated self service check in
- Effective implementation of RFID circulation and inventory control
- Adequate shelving, organized for effective browsing
- Dedicated library programming space

At the same time, the new library operation will place increased demands on staff time. The following factors must also be incorporated into planning staffing levels:

- Higher circulation rates will require more physical items to be re-shelved
- Improved programming space will raise public expectations for more programming
- More computers will require more tech support
- New facility will create pressure to add more open hours
- New facility and grounds must be well maintained

These factors are examples of the changes that will influence staffing in the new building. There will be other factors, as well. Although an analysis of staffing needs is outside the scope of this study, a thorough investigation of projected staffing needs is an essential step of the planning process summarized below.

VI.   Next Steps

This study identifies the library spaces needed to serve the community now and into the future. The study recommendations are based on community demographics, library usage patterns, the regional library context and current best planning practices in the library field. They are meant to provide an objective starting point for continued community based planning. As the project continues, the following steps are recommended.

Strategic Planning / Community Needs Assessment

A strategic planning process is needed that includes active community input to identify the specific needs and priorities of Larkspur residents and validate the recommendations of the current study. Library users and non-users alike should be surveyed to elicit their library service needs. Focus groups are also needed to gather direct input from seniors, parents with children living at home, educators, teens and students and other library client groups in the community. The 2010 Census data should be analyzed when it becomes available to identify shifts in Larkspur's demographic makeup over the past decade.

Plan of Service

Once the strategic planning has been accomplished, a detailed library plan of service should be developed, to identify specific goals and objectives for the Library as well as the activities required to achieve them. The plan of service document will provide a basis for allocating resources, both financial and staff, over the next several years.

The plan of service should need to address two possible library futures – one in the current setting and another in a new library facility. The current Library environment, more than any other factor, limits the provision of responsive, high quality library service to the people it serves. Until the Library can operate in a functional, accessible physical environment, services will remain at the current, limited level now provided.

Operating Costs/Staffing Analysis

As described above, the cost of operating a new building must be identified and incorporated into the planning process. Personnel costs, the largest single factor in the operating budget, must be analyzed to ensure that the City and Library make informed decisions at each stage of the planning process.

Building Program

A formal building program will eventually be required, once planning has been accomplished and the site for the new library has been selected. That document will call out each space in the library, its contents, functions and spatial relationships, as well as describing overall building considerations. Even the program, however, should be viewed as a flexible document, to be amended and expanded upon as the building design develops.

APPENDIX A. Larkspur Library
Inter-Jurisdictional Borrowing and Lending 2009/2010

Larkspur Residents		Non Larkspur Residents	
Checked out materials at other Marin Co libraries		Checked out materials at Larkspur Library	
Alameda Co			2
Alhambra	4		
Belvedere-Tiburon	1176		249
Berkeley			1
Commerce	8		
Contra Costa Co			7
Daly City			1
Glendale	5		
County of Los Angeles PL	30		
Lincoln	1		
Marin Co Free Library	11,675		5,223
Mill Valley	761		458
Napa			3
Oakland	8		8
Richmond			12
San Anselmo	354		451
San Diego Co			6
San Francisco	246		95
San Mateo Co			11
San Rafael	608		1169
Santa Barbara	1		
Santa Clara Co	34		
Sausalito	122		178
Solano Co			6
Sonoma Co	60		202
Stockton-San Joaquin Co	1		
Total Direct Loans	15,090		8,080
Larkspur Residents		Non Larkspur Residents	
Requested ILLs from other libraries	18,456	Requested ILLs from Larkspur Library	17,982
Larkspur Borrowing from other MARINet libraries	33,152	Larkspur Loans to other MARINet libraries	15,808
% within MARINet	99%	% within MARINet	61%
Total All Categories	33,546		26,062

APPENDIX B
Collection Growth Plan

	Adult	Teens	Children	Total
Total Book & Media Collection @ 5.0 vol/capita				65,000
Electronic Items (15% total)				9,750
Physical Collection				55,250
Audiovisual Media (Physical Items)				6,906
Books (Physical Items)				48,344
Physical Collection				
Books	31,423	3,142	13,778	48,344
	65%	7%	29%	
Media	5,180	173	1,554	6,906
	75%	3%	23%	
Total	36,604	3,315	15,332	55,250
Books	**Adult**	**Teens**	**Children**	**Total**
Reference Books	175		50	225
Larkspur History	250			250
New Books/Browsing Collection	1,500	100	200	1,800
Fiction	6,500	1,600	4,000	12,100
Genre Fiction: Mysteries, SF, Romance	4,000			4,000
Nonfiction/Biographies	16,150	450	3,900	20,500
Oversize	1,800		0	1,800
Large Print	800		0	800
Picture Books/Board Books	0		4,800	4,800
Holiday Books	0		400	400
Paperbacks/Comics/Graphic Novels	250	1,000	425	1,675
Total Books:	**31,425**	**3,150**	**13,775**	**48,350**
Audiovisual Media				
DVDs	1,730	0	450	2,180
Music Compact Discs	750	0	350	1,100
Audiobooks on CD or Cassette(F/NF)	2,200	0	450	2,650
Playaways/Alternate Formats	500	175	150	825
AV Media Kits (book + CD)	0	0	150	150
Total Media	**5,180**	**175**	**1,550**	**6,905**
Total Books & Media:	**36,605**	**3,325**	**15,325**	**55,255**

		Target Collection	% on Shelf	Items Shelved	Shelf Type	Items/LF	LF Needed	S/S Sections Needed	S/S Sections (Rounded)	SF Needed
	Standard steel shelving footprint is 3' x 1' and is allocated 10.3 SF/single-sided section									
	Merchandising display shelving footprint is 4' L x 3' D and is allocated 52 SF/double-sided section									
	Magazine/newspaper shelves vertical acrylic "waterfall" display, with 16-magazine display capacity per 3' section + 8-newspaper display per 3' section, with backfiles below - 12 SF/section									
	Adult Books									
	Reference Collection									
2.4	Adult Reference Books	175	100%	175	66"/4 sh	7	25	2.1	2	21
2.4	Children's Reference Books	50	100%	50	66"/4 sh	7	7	0.6	1	10
3.5	Larkspur History	250	100%	250	84"/6 sh	8	31	1.7	2	21
	Total Reference Collection	**475**		**475**			**63**	**4**	**5**	**52**
	Circulating Books									
2.2	New Books/Browsing Collection	1,500	50%	750	66"/5 sh, retail display, 3' x 4'**	4	188	9.4	9	234
2.2	Paperbacks (uncataloged)	250	50%	125	66"/5 sh	8	16	1.0	1	10
3.3	Fiction	6,500	70%	4,550	84"/6 sh	8	569	31.6	32	330
3.3	Genre Fiction: Mysteries, SF, Romance	4,000	70%	2,800	84"/6 sh	8	350	19.4	19	196
3.3	Large Print	800	75%	600	84"/5 sh	8	75	5.0	5	52
3.4	Nonfiction/Biographies/YANF	16,150	75%	12,113	84"/6 sh	8	1,514	84.1	84	865
3.4	Oversize	1,800	75%	1,350	84"/6 sh	8	169	9.4	9	93
	Total Adult Circulating Books	**31,000**		**22,288**			**2,880**	**160**	**159**	**1,779**
	Total Adult Books	**31,475**		**22,763**			**2,943**	**164.4**	**164**	**1,831**
	Teen Books									
3.11	New Books	100	50%	50	66"/5 sh, retail display, 3' x 4'**	4	13	0.6	1	26
3.11	Fiction	1,600	70%	1,120	66"/ 5sh	10	112	7.5	7	72
3.11	Nonfiction	450	75%	338	66"/ 5sh	8	42	2.8	3	31
3.11	Paperbacks/Graphic Novels/Manga	1,000	66%	660	66"/5 sh	10	66	4.4	4	41
	Total Teen Books	**3,150**		**2,168**			**233**	**15.3**	**15**	**170**

		Target Collection	% on Shelf	Items Shelved	Shelf Type	Items/LF	LF Needed	S/S Sections Needed	S/S Sections (Rounded)	SF Needed
	Children's Books:									
4.1	New Books	200	50%	100	66"/4 sh, retail display, 3' x 4'**	4	25	1.6	2	52
4.1	Paperbacks/Comics/GraphicNovels	425	70%	298	66"/5 sh	8	37	2.5	2	21
4.3	Children's Fiction	4,000	70%	2,800	66"/5 sh	10	280	18.7	19	196
4.3	Nonfiction/Biography	3,900	75%	2,925	66"/5 sh	10	293	19.5	20	206
4.3	Holiday Books	400	80%	320	66"/5 sh	10	32	2.1	2	21
4.6	Picture Books/Board Books	4,800	75%	3,600	54"/4 sh	15	240	20.0	20	206
	Total Children's Books	**13,725**		**10,043**			**907**	**64**	**65**	**701**
	Total Book Collection:	**48,350**		**34,973**			**4,082**	**244**	**244**	**2,702**
	Media Collections									
	Adult/Teen Media:									
2.3	DVDs	1,730	66%	1,142	84"/6 sh	10	114	6.3	6	62
2.3	Music Compact Discs	750	75%	563	66"/AV browsing, 4 sh	20	28	2.3	2	21
2.3	Audiobooks on CD or Cassette (F/NF)	2,200	66%	1,452	84"/6 sh	8	182	10.1	10	103
2.3	Playaways/Alternate Formats	500	66%	330	84"/6 sh	8	41	2.3	3	31
3.11	Teen Media (formats TDB)	175	66%	116	66"/5 sh	10	12	0.8	1	10
	Total Adult/Teen Media:	**5,355**		**3,486**			**365**	**21**	**21**	**216**

		Target Collection	% on Shelf	Items Shelved	Shelf Type	Items/LF	LF Needed	S/S Sections Needed	S/S Sections (Rounded)	SF Needed
	Children's Media:									
4.1	Children's DVDs	450	75%	338	66"/5 sh	12	28	1.9	2	21
4.1	Children's Music Compact Discs	350	75%	263	66"/AV browsing, 3 sh	20	13	1.5	1	10
4.1	Children's AudioBooks on CD	450	75%	338	66"/5 sh	8	42	2.8	3	31
4.1	AV Media Kits	150	75%	113	66"/5 sh	6	19	1.3	2	21
4.1	Playaways/Alternate Formats	150	75%	113	66"/5 sh	8	14	0.9	1	10
	Total Children's Media:	**1,550**		**1,050**			**102**	**7**	**8**	**82**
	Total Media Collection:	**6,905**		**4,536**			**467**	**28**	**29**	**299**
	Total Books & Media:	**55,255**		**39,509**			**4,550**	**272**	**273**	**3,000**
										18
	Magazines & Nsps Displayed									
3.6	Adult Magazine Display/Backfiles	60 titles	100%	60	slanted, 72", on std shelving, 5 sh high	1	60	4.0	4	40
3.6	Newspapers - Display/Backfiles	6 titles	100%	6	slanted, 72", on std shelving, 5 sh high	1	6	0.4	1	10
3.11	Teen Magazines	15 titles	100%	15	slanted, 66", on std shelving, 5 sh high	1	15	1.0	1	10
4.1	Children's English Language Magazines	12 titles	100%	12	slanted, 66", on std shelving, 4 sh high	1	12	1.0	1	10
	Total Mag & Nsp Display:	**93**		**93**		**4**	**93**	**6**		**70**
	Total Linear & Square Ft Needed:						**4,643**	**279**		**3,070**

Space		Seating Type	# Tables	# Seats	SF/Chair	SF Needed	
Reader Seats:							
For Adults							
3.3	Adult Circulating Fiction Books	lounge chairs		2	30	60	
3.4	Adult Circulating Nonfiction Books	4-place tables	2	8	25	200	
3.4	Adult Circulating Nonfiction Books	lounge chairs		2	30	60	
3.4	Adult Circulating Nonfiction Books	laptop counter/s	1	6	20	120	
3.5	Larkspur History	lounge chairs		2	30	60	
3.5	Larkspur History	2-place table	1	2	25	50	
3.6	Quiet Reading/Magazines + Newspapers	lounge chairs		8	35	280	
3.6	Quiet Reading/Magazines + Newspapers	4-place table	1	4	25	100	
Adult Seats subtotal:				**34**		**930**	
For Teens							
3.11	Teen Area	tables, round, 4-person or diner booths	1	4	22	88	
3.11	Teen Area	casual lounge seating	0	3	16	48	
3.11	Teen Area	laptop counter	1	3	20	60	
Teen Seats subtotal:				**10**		**196**	
For Children							
4.3	Children's Circulating Books	2-place tables	3	6	25	150	
4.4	Family Space/Storytelling/Class Visits	parent/child seating, mobile	0	2	25	50	
4.4	Family Space/Storytelling/Class Visits	4-place toddler tables, round, mobile	2	8	20	160	
4.5	Picture Books	4-place toddler tables, round, mobile	1	4	20	80	
4.5	Picture Books	parent/child seating, mobile	0	1	25	25	
Children's Seats subtotal:				**21**		**465**	
Reader Seats Total:				**65**		**1591**	
Group Study/Tutoring/Homework Seats:							
3.7	Group Study/Tutoring Room A	seats @ conference table	1	4	25	100	
3.8	Group Study/Tutoring Room B	seats @ conference table	1	4	25	100	
3.9	Group Study/Tutoring Room C	seats @ conference table	1	4	25	100	
Group Study/Conference Room Seats Total:				**12**		**300**	
Total Reader and Group Study/Tutoring Seats:				**77**		**1891**	
Program/Meeting Room Seats:							
1.3	Program Room	stacking chairs		100	12	1200	
4.4	Family Space/Storytelling/Class Visits	floor seating		15	10	150	
Programing/Meeting Room Seats Total:				**115**		**1350**	

APPENDIX E
Public Computers and Other Equipment Needs

Space #		Equipment Type	Table	Units	SF/Seat	SF Needed
General Access Computers						
2.2	New Books Browsing Area	online catalog @ stack end		1	6	6
3.1	Adult Public Access Computers	sitdown computer wkstns	6	6	35	210
3.4	Adult Circulating Nonfiction Books	online catalog @ stack end		1	6	6
3.11	Teen Area	sitdown computer wkstns	2	2	35	70
4.2	Children's Public Access Computers	sitdown computer wkstns	2	2	35	70
4.3	Children's Circulating Books	online catalog @ stack end		1	6	6
4.4	Family Space/Storytelling/Class Visits	sitdown computer (AWE)	1	1	35	35
Online Access Computers Total:			**11**	**11**		**397**
OPAC Total:				**3**		
Training Computers						
3.10	Computer Lab / Additional Public Computers	sitdown computer wkstns	6	6	35	210
Training Computers Total:			**6**	**6**		**210**
Other Public Equipment:						
2.1	Self Checkout and Reserves Pickup	self checkout stations	1	2	35	70
2.4	Service Desk	library card application workstation	1	1	25	25
3.2	Copier/PC Support Equipment	multifunction copier/fax/scanner	0	1	25	25
3.2	Copier/PC Support Equipment	PC reservation station	1	1	12	12
3.2	Copier/PC Support Equipment	debit card dispenser, change machine	1	1	12	12
4.1	Children's New Books and Media	self checkout station	1	1	35	35
Other Public Equipment Total:			**5**	**7**		**179**
Public Printers						
2.1	Self Checkout and Reserves Pickup	compact printers	0	2	0	0
2.2	New Books Browsing Area	compact printer @ OPAC	0	1	0	0
3.1	Adult Public Access Computers	networked printer/print release station	1	1	25	25
3.4	Adult Circulating Nonfiction Books	compact printer @ OPAC	0	1	0	0
3.10	Computer Lab / Additional Public Computers	networked printer/print release station	1	1	25	25
3.11	Teen Area	networked printer/print release station	1	1	25	25
4.1	Children's New Books and Media	compact printers	0	1	0	0
4.2	Children's Public Access Computers	networked printer/print release station	1	1	25	25
4.3	Children's Circulating Books	compact printer @ OPAC	0	1	0	0
Public Printers Total:			**4**	**10**		**100**
Total:			**26**	**34**		**886**
Total Public Computers:				**20**		